

COMPHIBGRU THREE INSTRUCTION 3120.3P

Subj: COMPHIBGRU THREE STAFF DUTY OFFICER/ASSISTANT STAFF DUTY
OFFICER PROCEDURES

Ref: (a) COMPHIBGRUTHREEINST 2000.3F
(b) COMPHIBGRUTHREEINST 5530.1B

Encl: (1) COMPHIBGRU THREE Staff Duty Officer Briefing
Memorandum
(2) Suggested Log Entries
(3) COMPHIBGRU THREE SDO Indoctrination Check List
(4) Heavy Weather Warning Sheet
(5) Security Check List
(6) COMPHIBGRU THREE ASDO Indoctrination Check List

1. Purpose. To promulgate standard watch procedures for the Staff Duty officer (SDO) and Assistant Staff Duty Officer (ASDO) ashore.

2. Cancellation. COMPHIBGRUTHREEINST 3120.3N.

3. General. During normal working hours, Staff Duty Officer (SDO) related items will initially be directed to the Senior Watch Officer. Outside normal working hours, the appointed SDO shall stand his watch at his residence, and shall maintain a telephone watch in order to communicate with the Staff Duty Radioman. An Assistant Staff Duty Officer (ASDO) watch is established to provide assistance to the SDO. Flagship communications support requirements are specified in reference (a).

4. Action

a. SDO Eligibility. All officers (W-1 through O-3), and all enlisted (E-6 through E-8), who are either members of COMPHIBGRU THREE Staff, TAD for 30 days or longer, or Selected Reservists (SELRES) on active duty for annual training (AT), or SELRES from the COMPHIBGRU THREE detachments on their drill weekend, are eligible for SDO with the following exceptions:

- (1) Flag Lieutenant

- (2) Flag Secretary
- (3) Flag Writer
- (4) Senior Watch Officer

b. Staff Duty Officer. The SDO is the direct representative of the Commander. As such, he/she is charged with the responsibility of coordinating or initiating required action when the Commander, the Chief of Staff, or appropriate ACOS's are not available. The duties of the SDO assume particular importance when called upon to make decisions in cases of emergencies, or in resolving matters that cannot be referred to higher authority or to the appropriate staff officers having primary responsibility. It is imperative that all SDO's keep themselves fully informed of existing situations and the policies of the Commander, and understand the approved manner of taking action on matters that may arise. It is equally important that cognizant staff officers keep the SDO fully informed and advised of matters on which action(s) may be required during their absence. In standing this duty, the Staff Duty Officer shall:

(1) Complete all requirements listed in Enclosure (3).

(2) Stand a watch commencing at 0800 on normal workdays and ending at 0800 the following day.

(a) On normal workdays, open the building NLT 0630 and maintain the watch at the headquarters from the close of business until 1730, or when secured by the Chief of Staff. If the COS and/or the Admiral remain at the Headquarters after 1730, the SDO shall also remain at the Headquarters unless permission is received to secure. For THREATCON Alpha or higher security conditions, if contract-cleaning services have been employed, ensure, along with the ASDO, that the cleaning team personnel are properly supervised and security is maintained while cleaning personnel are in the office spaces. At 1730, lock perimeter doors. Check with cleaning contractor to ensure he/she is not locked out of the spaces.

(b) On Saturdays, Sundays and Holidays, review message traffic prior to 0800 daily. Complete security checks prior to 0900. Watch requirements may require the SDO to remain aboard longer hours during periods of increased readiness or threat conditions. In these cases the SDO will keep the Chief

of Staff apprised and, as the situation allows, request permission to secure.

(c) For Selected Reservists assuming the watch on their drill weekend, the Reservist will establish with the SWO, prior to the preparation of the monthly watch bill, when he/she is able to assume the watch and when they will need to turn over the watch, based on their travel requirements for the drill weekend. In most cases, Reservists on their drill weekends will be able to assume the watch Saturday morning and will need to be relieved Sunday afternoon.

(3) On normal workdays, check with each ACOS for instructions/pending action items prior to reporting to the Chief of Staff at 1600. Comments should be logged in the SDO Log Book.

(4) Upon securing from the headquarters, provide a copy of enclosure (1) to the Staff Duty Radioman and brief Staff Duty Radioman of all pending action items. Additionally, the SDO will keep the Staff Duty Radioman informed as to his/her whereabouts should he/she depart from the primary phone number.

(5) If the SDO cannot be contacted at the primary number, the Staff Duty Radioman or ASDO will make contact using the paging device. The page will be returned expeditiously by the SDO to the Staff Duty Radioman at (556-1453/1454) or the ASDO at (619) 965-4244. SDOs will remain within paging device range (local San Diego area). If their place of residence is not within the local area, they must remain within telephone contact.

(6) SDO's and ASDO's shall stand the watch in the uniform of-the-day, including weekends. Watch standers are direct representatives of the Commander and must be prepared to function as such at all times.

(7) Review all incoming messages. After working hours, notify the appropriate Staff officer of action messages, immediate precedence or higher, that in his/her judgment cannot wait for action until the next working day. The N3 shall be notified of all immediate precedence messages, for action or information, unless determined to be of no immediate concern. In any case, if there is doubt in an SDO's mind concerning the

importance of notifying an action officer, regardless of message precedence, the SDO will contact the appropriate Action Officer and discuss the matter with him.

(8) Notify the Chief of Staff of all reportable incidents. Incidents that should be reported to the Chief of Staff include any significant incident (noted below) on any ship berthed at NAVSTA San Diego or at NAVSTA proper since COMPHIBGRU THREE is assigned as SOPA SUBAREA East Admin. The Public Affairs officer should also be called when, in the judgement of the SDO, an incident may have Public Affairs implications.

(a) Major accidents or incidents involving ships/units, including significant personnel incidents or disturbances.

(b) C3 and C4 CASREPS of ships in PHIBGRU THREE.

(c) Heavy weather warnings for the SOCAL area.

(d) Bomb threats to ships in PHIBGRU THREE.

(e) Oil spills.

(f) Receipt of Emergency Action test messages (White Rocket/White Pinnacle/Exercise Blue Dart/DEFCON change/or KENT RUNNER, etc.)

(g) Any emergency condition (including force protection issues.)

(9) In case of doubt concerning appropriate action to be taken in regard to any matter during the watch, consult the appropriate Staff ACOS concerned on the subject matter. In the event that he is not available, or additional assistance or guidance is needed, contact the Senior Watch Officer, N3, or Chief of Staff, in that order, as available. Act as Emergency Action officer to initiate rapid response telephone calls and messages for which complete instructions are provided in the SDO Notebook. For action matters relating to other commands, obtain the approval of the officer normally authorized to release messages in regard to that matter, or the Chief of Staff, prior to releasing any message, which commits this command to a position, policy or action.

(10) Recall all staff personnel in the event of general recall, or recall only selected personnel in the event particular assistance is required.

(11) Keep himself/herself informed at all times as to the location and prospective movements of the Commander and the Chief of Staff.

(12) Be familiar with the contents of reference (b) (Physical Security of COMPHIBGRU THREE spaces) and be responsible for conducting a security inspection, together with the assistance of the ASDO, of all COMPHIBGRU THREE office spaces prior to departure from the headquarters. Security checks will be conducted on weekdays, weekends and holidays by the SDO/ASDO to ensure the physical security of all office spaces. Inspect for the proper storage of all classified material, including the security of all vaults, safes, computer hard drives, and the physical security of the building. If classified material is found, the SDO will contact the appropriate Department Head, N2 (Assistant Security Manager), and then secure the material. Likewise, if an unsecured container is found, the appropriate Department Head and N2 should be notified. Additionally, the individual responsible for that container will be called to the headquarters at that time to inventory the contents. Complete entries will be made in the SDO logbook to include the time the responsible party was notified, time he/she arrived to conduct the inventory, when the inventory was completed, and results. Appropriate comments should also be reflected on the security sheet. Security check sheets, signed by both the SDO and ASDO will be turned in to N2 NLT 0800 the first working day following the duty day.

(13) In the event that notification of a classified message or document is received for which the proper security clearance is not held by the SDO, immediately notify the appropriate ACOS, N2, or Senior Watch Officer.

(14) In the event of notification of death or serious injury to any personnel in the Group, notify the COMPHIBGRU THREE Casualty Assistance Calls Officer (CACO).

(15) If weather warning condition forecasts sustained winds of 20 knots or greater, the SDO shall pass appropriate enclosure (4) information to SOPA SUBAREA East Admin ship and

request the formatted information be passed over the Command Early Warning Net (CEWN), using the "All ships present SUBAREA East, this is SOPA SUBAREA East Admin" call up. Coordinate heavy weather requirements with Naval Station, San Diego.

(16) Take custody of and determine the importance and urgency of all hand-delivered messages and correspondence for the Commander.

(17) Maintain the SDO Log, sign and deliver it to the relieving SDO with the paging device, duty key ring, and other SDO related items contained in the SDO briefcase, upon face to face turnover at the Headquarters building. Suggested entries for the log are provided in enclosure (2).

(18) The off going SDO will report to the Chief of Staff at 0730 or immediately upon his arrival and brief him on any significant events, e.g., ships underway, locations of subordinate commanders, schedule changes, important messages, etc., which occurred. Specific information contained in the Amphibious Group THREE Duty Status Sheet (SDOSS) will be presented to the Chief of Staff via E-mail daily and is located and attainable in the Public Folders section of the NIPR net.

c. Assistant Staff Duty Officer. The ASDO watch was established to provide assistance to the SDO and is comprised of E-6 and below personnel, to include qualified SELRES on their drill weekends and AT periods. Exemptions include N-4 personnel as well as Flag MS and Flag Driver. Any other exemptions from the ASDO watch bill must be approved by ASDO Enlisted Watchbill Coordinator, Senior Watch Officer and appropriate Department Head. In standing this duty, the ASDO shall:

(1) Complete all requirements in Enclosure (6) prior to standing your first watch.

(2) At 1630 or thereafter the ASDO will commence their daily security inspection of all office spaces, checking for proper stowage of classified material and security of the building. If classified containers are found open, or classified material is not properly secured, act in accordance with procedures outlined in reference (b). Provide discrepancies to the SDO for entry in the SDO's logbook. Upon

completion of security checks present ASDO Security Check Off List to the SDO for signature.

(3) Be available to act as a Duty Driver only when departments are unable to provide a driver. During working hours, all attempts should be made by each department to provide a driver for events involving their personnel. The ASDO will make himself/herself available to the SDO as required.

(4) Keep the SDO informed as to his/her potential whereabouts during non-working hours in the event that recall is required.

(5) Once assigned by the ASDO Watch bill Coordinator to ASDO, each individual will stand at least two break-in duties under instruction of a qualified ASDO, or until deemed qualified by the ASDO Watch bill Coordinator. Prior to assuming duties as ASDO, personnel will coordinate with ASDO Watch bill Coordinator to ensure total understanding of all duties.

d. SDO/ASDO Watch bill Publication

(1) The Senior Watch Officer will be designated by the Chief of Staff.

(2) The SWO will publish successive monthly SDO watch bills by the 20th of each month. SDOs shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watch bill. Therein, all routine leave requests shall be routed through the SWO. All routine changes to the published watch bill shall be presented to the SWO in writing via E-mail. Once the watch bill has been published, all individuals are responsible to provide for their own relief, except in emergencies when the SWO will coordinate a relief. If a situation develops where an SDO cannot assume/complete his/her duties, the SWO shall be notified and the current SDO will remain on duty until an appropriate relief can be provided.

(3) The ASDO Watch Bill Coordinator will be responsible for providing a watch bill schedule to the SWO prior to the 20th of each month. ASDO's shall plan their leave requirements sufficiently in advance to accommodate the preparation of each month's watch bill. Routine leave requests for approval after

the 15th of each month must include the name of a stand-by ASDO, except in emergencies when the ASDO Watch Bill Coordinator will coordinate a relief. All routine changes to the published watch bill shall be presented to the ASDO Watch Bill Coordinator in writing or via E-mail. If a situation develops where an ASDO cannot assume his/her duties, the ASDO Watch Bill Coordinator shall be notified and the current ASDO will remain on duty until an appropriate relief can be provided.

(4) If possible, SDOs/ASDOs will be released from watch standing responsibilities 30 days prior to their PRD.

e. Duty Radioman (R). After normal working hours, the SDO shall coordinate any message requirements with the Duty Radioman. The Duty Radioman will review all message traffic for precedence and action addresses, and will notify the SDO of those messages that may require further action. Enclosure (1) refers. The Duty Radioman shall not be held responsible for determining content/action required when notifying the SDO of high precedence classified message traffic.

f. Reference Material. An SDO file is maintained by the SWO as a ready reference to assist SDOs in the performance of duty, and contains the following:

(1) Up-to-date files of pertinent orders, instructions, duty status sheets and other data for the guidance of the SDOs.

(2) Current copies of staff directories and a current copy of the staff recall bill.

(3) Copies of applicable duty lists.

(4) Copies of the above material will also be kept in the SDO briefcase.

J. L. CLARK
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1Z
Lists 1-6